

**ARKANSAS ADMINISTRATION STATEWIDE INFORMATION SYSTEM  
REQUEST FOR BUDGET CLASSIFICATION TRANSFERS (BCT)**

Business Area: \_\_\_\_\_ Business Area Title: \_\_\_\_\_

Funds Center: \_\_\_\_\_ Funds Center Title: \_\_\_\_\_

Fund: \_\_\_\_\_ Fund Title: \_\_\_\_\_ Functional Area: \_\_\_\_\_

Line-Item Classifications	Authorized Appropriation	Actual Expenditures ** FY	Transfer From			Transfer To		
			CI	Fund	Amount	CI	Fund	Amount
502:00:02 Operating Expenses								
505:00:09 Conference & Travel Expenses								
506:00:10 Professsional Fees								
512:00:11 Capital Outlay *								
509:00:12 Data Processing *								

Reason for Transfer:

\_\_\_\_\_  
Agency Director

\_\_\_\_\_  
Office of Information Technology  
(approval only needed if applicable \*\*\*)

\_\_\_\_\_  
Budget Approval

\* Transfers may not be made from the capital outlay (512:00:11) or data processing (509:00:12) sub classifications unless specific authority for such transfers is provided by law. (ACA 19-4-522(C)(1))

\*\* For transfers requested during the months June or July, enter the current fiscal year expenditures for each of the Maintenance & Operations commitment items through April. For all other months, use the agency's previous fiscal year expenditures.

\*\*\* Transfers requested for the purchase of information technology related items must be in compliance with the agency's Information Technology Plan submitted to the Office of Information Technology.